

SEARCH for PERSON(S) by ADDRESS

With the July 2009 release, the search by address functionality has been enhanced for Child Abuse and Neglect and Adult Protective Services Intakes.

N-FOCUS - Detail Intake

File Actions Detail Goto Help

Intake Information

Name: _____ Number: _____

Status: Open Status Date: _____

Status Reason: _____ Received Date: 04-22-2009

Local Office Assigned: OMAHA-5211 SO 31 ST Time: _____

Received by: DSSZ908 Last Update Date: _____

Last Updated by: _____

Source: _____ Type: _____

☐ Hotline

Persons/Allegations

Last	First	MI	Allegation Role	Age Class

Organizations

Name	Role

ADD

- Add Allegation
- Tie Intake
- Consultation Point
- Caller/Reporter
- Records Check
- CAN Factors
- Tools Consulted
- History

Search by Address

04-22-2009 10:28:22

CLICK the Search by Address button (Received Date entry is required to enable this button).

RESULT: Search for Person(s) by Address displays

N-FOCUS - Search for Person(s) by Address

Number: _____ Direction: _____ Street Name: _____ Type: _____ Postdirection: _____

Unit Type: _____ Unit Number: _____

City: _____ State: NE Zip Code: _____ - _____

OK Clear Cancel

04-22-2009 10:34:15

There are two types of searches available: 1) Exact Search, and 2) Non-exact Search. The search type depends on the fields in which you enter data.

When entering only in the Number field, the system executes a non-exact search. Entering a character in any address field following the Number field tells the system to do an exact search. How this works will be explained in the following paragraphs.

The screenshot shows the 'N-FOCUS - Search for Person(s) by Address' window. The 'Number' field contains '123'. The 'Direction' field is empty. The 'Street Name' field is empty. The 'Type' field is empty. The 'Postdirection' field is empty. The 'Unit Type' field is empty. The 'Unit Number' field is empty. The 'City' field is empty. The 'State' field is set to 'NE'. The 'Zip Code' field is empty. The 'OK', 'Clear', and 'Cancel' buttons are at the bottom. The status bar at the bottom right shows '04-28-2009' and '13:28:12'.

When you begin and your only entry is in the Number field, the window will allow either type of search depending on what field(s) you enter next.

The screenshot shows the 'N-FOCUS - Search for Person(s) by Address' window with the title 'EXACT SEARCH'. The 'Number' field contains '123'. The 'Direction' field is set to 'S'. The 'Street Name' field is empty. The 'Type' field is empty. The 'Postdirection' field is empty. The 'Unit Type' field is empty. The 'Unit Number' field is empty. The 'City' field is empty. The 'State' field is set to 'NE'. The 'Zip Code' field is empty. The 'OK', 'Clear', and 'Cancel' buttons are at the bottom. The status bar at the bottom right shows '04-28-2009' and '13:26:01'.

As soon as you enter something into any of these fields: Direction, Street Name and/or Type, Post/direction, Unit Type and/or Number, 'EXACT SEARCH' displays on the window to remind you of the need to exactly match what had been entered.

CONDUCTING AN EXACT SEARCH

Use this method when assured the exact address is known and are confident the data is entered correctly.

(The Search for Person(s) by Address window is different from the window previously in use, but it works the same when it comes to executing an exact search.)

Enter the address information as an exact replicate of the address entered on the system. If data was entered into fields incorrectly, e.g., Street Name and Type both entered into the Street Name field, a search won't be found if this search has the correct fields entered .

TIPS for using EXACT Search

If all the data of the original entry is replicated, try this method first.

EXAMPLE:

N-FOCUS - Search for Person(s) by Address

EXACT SEARCH

Number 2445 **Direction** S **Street Name** 106 **Type** ST **Postdirection**

Unit Type APT **Unit Number** 12C

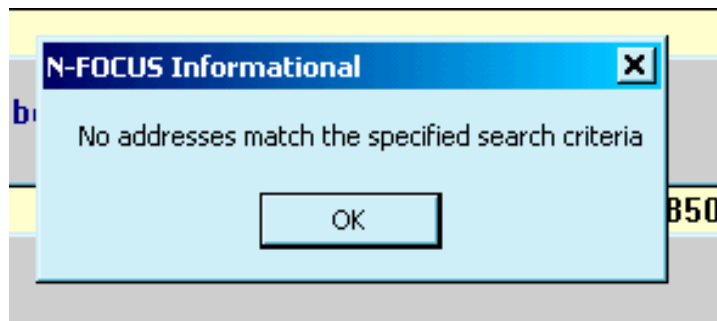
City LINCOLN **State** NE **Zip Code** 68507 -

OK Clear Cancel

04-28-2009 15:19:34

The User who entered the Search criteria on the window above used all of the guidelines provided for the redesigned Address functionality: 1) Street number in Number field only; 2) Direction in Direction field only; 3) the name of the street ONLY in the Street Name field; 4) type of street or road attached to the street name in ONLY the Type field; 5) Post direction if one in the correct field; 5) utilize the correct unit type and number when they exist in an address; 6) use 1 and not 1st , 2 and not 2nd , 3 and not 3rd, etc. in an address field; 7) avoid the use of symbols, i.e., dashes, etc.

Although the User entering the Search criteria did everything according to standard, the search still failed to produce a result.



Why?

- 1) This may be an address entered on the system prior to implementing the address redesign functionality which has not been converted. There are many addresses on our system which will never be converted for closed cases and closed Intakes, as well as for other persons entered on the system one time for other reasons whose name and address has been stored on the ARP. You will be able to find addresses for such folks by searching more broadly.
- 2) User who entered the address may have entered the data slightly differently.
- 3) Maybe the address has simply never been entered in N-FOCUS.

This Detail Address window shows what had been entered on N-FOCUS.

Address of: PERSON ☒ Physical Address ☐ Mailing Address UPDATE

WHY NO MATCH? Unit Type field not the same; Unit Number not the same.

Number 2445 **Direction** S **Street Name** 106 **Type** ST **Postdirection**
Unit Type UNIT **Unit Number** 12-C
City LINCOLN **State** NE **Zip Code** 68507 -
County Lancaster
Attention **Name**
☒ Current Address ☐ Last Known Address

Directions...
 E-Mail Address...
 School Information...
 End Mailing Address...

Physical Address
 JANE DOE
 2445 S 106 ST UNIT 12-C
 LINCOLN NE 68507

Mailing Address
 JANE DOE

OK Cancel Help

N-FOCUS - Test Date 02-05-2009 15:24

Certain types of housing are sometimes called 'UNITS' and sometimes 'APTs' so you might want to remember to check both possibilities if you think this might be applicable. Also, especially in smaller buildings some people fail to refine their address down to their apartment number, simply using their street address. So you might remember to try using the apartment number and leaving both Unit Type and Unit Number fields blank.

The Unit Number had a non-alpha/numeric character entered in that field. While an address may display in various media with such a symbol, N-FOCUS has asked that workers be consistent in not entering symbols or characters in address fields. Spaces are not entered unless the street name has more than one word.

The other reason this search would have failed is simply that the worker who entered the address, did not follow the criteria. Unit Number entry "12-C" may not be up to standard, but it is allowable by the USPS and therefore by N-FOCUS. So, the only way to have picked up this address as a match would be to try and get inside the head of the User who entered the address. There might be an obvious catch, e.g., a frequently misspelled word in a street name, etc, that if you try will bring back a match.

... OR... you can search more broadly which is described next.

CONDUCTING A NON-EXACT SEARCH

Use this method when you believe the person for whom you are searching may be on N-FOCUS but the exact search was not successful. See example below.

The screenshot shows the 'N-FOCUS - Detail Address' window. At the top, it says 'Address of: PERSON' and has radio buttons for 'Physical Address' (selected) and 'Mailing Address'. There is an 'UPDATE' button. Below this are several input fields: 'Number', 'Direction', 'Street Name', 'Type', and 'Postdirection'. Underneath these are 'Unit Type', 'Unit Number', 'City', 'State', 'Zip Code', and 'County'. There is also an 'Attention' section with a dropdown and a 'Name' field. At the bottom, there are radio buttons for 'Current Address' (selected) and 'Last Known Address'. On the right side, there are buttons for 'Directions...' and 'E-Mail Address...'. At the very bottom, there are 'OK', 'Cancel', and 'Help' buttons. The window title bar says 'N-FOCUS - Detail Address'.

NOTE: None of the fields have an entry in them, however there is a valid address entered in the system. This shows how the Detail Address window will display when the address exists but has not been converted.

The Search window pictured below shows what happens when you try to use an Exact Search to find an unconverted address.

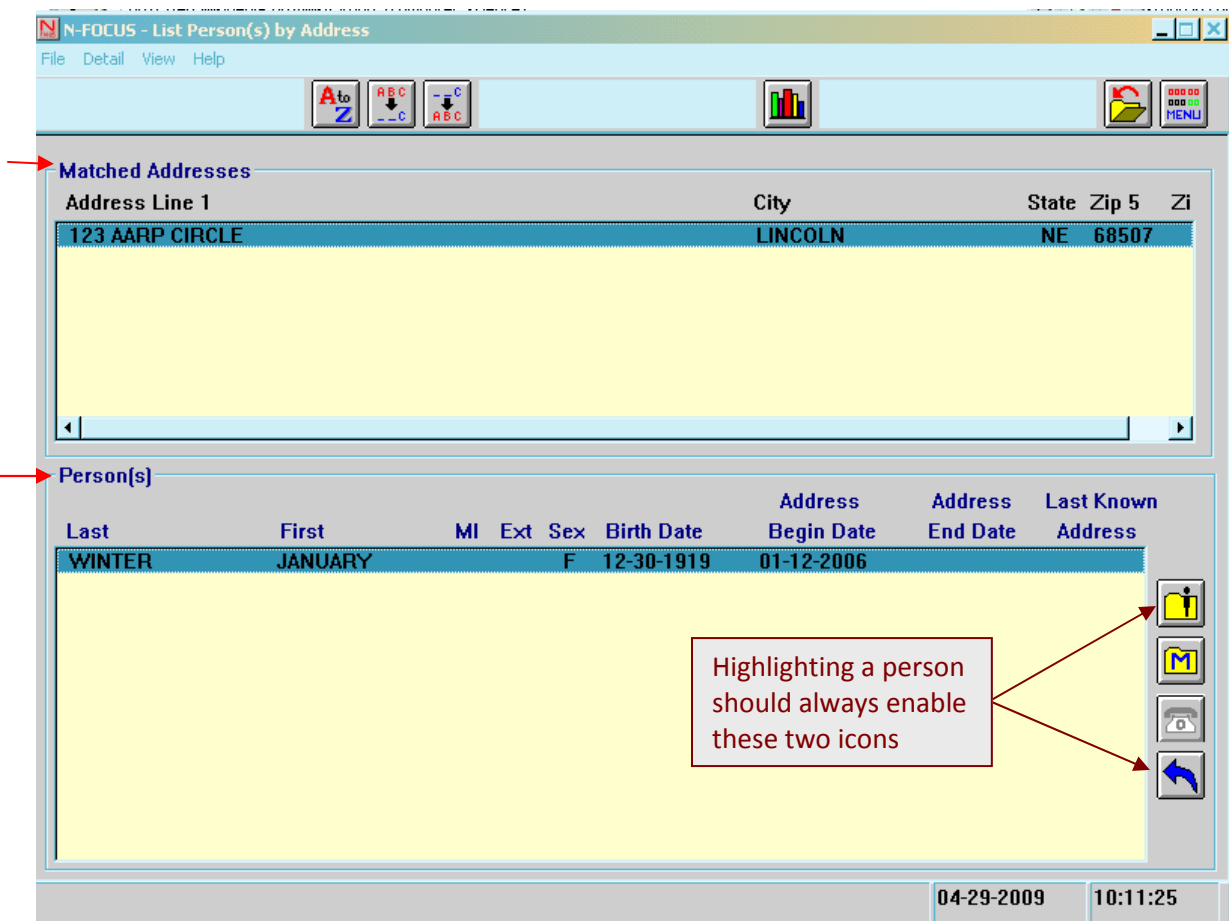
The screenshot shows the 'N-FOCUS - Search for Person(s) by Address' window. It has a title bar with the same text. The main area has a large 'EXACT SEARCH' label. Below it are input fields for 'Number', 'Direction', 'Street Name', 'Type', and 'Postdirection'. Underneath these are 'Unit Type', 'Unit Number', 'City', 'State', 'Zip Code', and 'County'. At the bottom, there are 'OK', 'Clear', and 'Cancel' buttons. The window title bar says 'N-FOCUS - Search for Person(s) by Address'.

An 'N-FOCUS Informational' dialog box is open in the center, displaying the message: 'No addresses match the specified search criteria'. It has an 'OK' button.

Use Non-Exact search method to find an unconverted address

The Number field allows eight alpha-numeric characters and the search is able to find the initial sequence of characters (numbers and letters) in an address. This most often will pull up a list which will be displayed on the List Person(s) by Address window.

One or dozens (or hundreds) of addresses can be listed in the Matched Addresses section of this window, depending on the specificity of your search criteria.



NOTE: All of the Sort and Filter functions available on this window serve to modify the display of the Person(s) list box only. More detail about this will be provided when examples are provided with more matched addresses and persons.

To display all persons on the system for a given address, you will highlight an address from the list Matched Addresses list box.

Highlighting a Person from the Person(s) list box enables the Person icon and the Select arrow icon. The Person icon allows you to go into the Person detail information to determine if this person is a possible match or not. The Select arrow icon allows you to carry back the Person and related information to the Detail Intake window.

In the window print displayed above, the Master Case icon is also enabled. The Master Case icon and the Intake icon are only enabled when the person you have highlighted is in a Master Case or an Intake. Clicking the icon takes you directly to their information.

Select Icon and Multi-select Persons Function

When you locate more than one person at an address who will have a connection to the Intake, you can multi-select from the Person(s) list and used the Select arrow icon to carry back all of their information to the Intake.

N-FOCUS - List Person(s) by Address

File Detail View Help

Matched Addresses

Address Line 1	City	State	Zip 5
123 STREET	LINCOLN	NE	68509
123 SYSTEM TEST CENTRAL	LINCOLN	NE	68510
123 TEST LANE	LINCOLN	NE	68510
123 WESTERN	LINCOLN	NE	68505
123 WESTERN AVE	LINCOLN	NE	68516
123123 LOOSE-LEAF BLVD	LINCOLN	NE	68510
1232 S SOUTH ST APT 112	LINCOLN	NE	68508
1233 E JAKE STREET TEST AVE E APT 1200	LINCOLN	NE	68516

Person(s)

Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address
BATES	ALLEN			M	01-01-1970	03-15-2008		
BATES	BILLY			M	01-01-1989	03-15-2008		
BATES	BRENDA			F	01-01-1999	03-15-2008		

04 N-FOCUS - Test Date 04-30-2009 08:02

N-FOCUS - Detail Intake

File Actions Detail Goto Help

Intake Information

Name ALLEN BATES **Number**
Status Open **Status Date**
Status Reason **Received Date** 04-27-2009
Local Office Assigned OMAHA-5211 SO 31 ST **Time**
Received by DSSZ908 **Last Update Date**
Last Updated by

Source **Type**
☐ Hotline

Persons/Allegations

Last	First	MI	Allegation Role	Age	Class
BATES	ALLEN			39	ADULT
BATES	BILLY			20	ADULT
BATES	BRENDA			10	CHILD

Search by Address

Organizations

Name	Role

04-30 N-FOCUS - Test Date

Use a Non-exact search method when trying to locate a person at an address and you have only limited information. The more characters you are able to provide (and the more creative you are willing to become) increases your chances of locating someone if:

1) THE PERSON IS ON N-FOCUS 2) HAS THE ADDRESS ATTACHED TO THEIR PERSON INFORMATION and 3) IS THE SAME AS WHAT YOU HAVE AVAILABLE.

To execute a non-exact search ...

Two field entries are required and allowed to perform a search beyond an exact search:

- 1) Number field – only two characters are required but up to eight characters are allowed;
- 2) City field – entering only the city name allows the system to search the entry in the number field for all addresses that include the city name. The system will allow you to enter a zip code if you want to which then populates the city information in the City field, however it limits your search boundaries to only that zip code.

To initiate the broadest search available, enter two digits in the Number field and key in the city name into the City field.

N-FOCUS - Search for Person(s) by Address

Number	Direction	Street Name	Type	Postdirection
12				

Unit Type Unit Number

City LINCOLN State NE Zip Code -

OK Clear Cancel

04-29-2009 11:08:36

NOTE: This broad search will scope in hundreds and sometimes thousands of addresses in bigger cities. Once the list hits 500, N-FOCUS will force you to narrow your search criteria.

What to do if you bring back too many possible matches –

Narrow your search field by adding a third digit in the Number field, or adding zip codes for the city one at a time until your list is manageable or you have a match.

What NOT to do if you bring back too many possible matches –

Give up!

These are the first 8 matched addresses in our example. (Reminder: We cannot use the Sort and Filter functions available for the Matched Address list box. Those functions only apply to the Person(s) list.)

Address Line 1	City	State	Zip 5
12 12	LINCOLN	NE	68505
12 25	LINCOLN	NE	68510
12 FAKE	LINCOLN	NE	68521
12 N TEST NAMES TEST AVE E APT 12	LINCOLN	NE	68509
12 NUMBER STREET	LINCOLN	NE	68505
12 PARKER ROAD	LINCOLN	NE	68501
12 PARKSIDE LANE	LINCOLN	NE	68505
12 S 34 ST APT 3	LINCOLN	NE	68505

Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address
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Observe the layout of the list:

NUMBER field

Combined DIRECTION and STREET NAME fields

All 2-digit street numbers

No Direction entry and Numbered Street Names in numerical order

Alphabetical by Direction entry if present and by Street Name

Numbers with > 2 digits in numerical order; e.g., 1212, 122, 123123, 1234, 12345678, 12346, etc.

No Direction entry and Numbered Street Names in numerical order

Alphabetical by Direction entry if present and by Street Name

It is not necessary to memorize how this list is sorted. If you have a long enough list, you will be able to figure it out rather easily by concentrating on how the sorts convene within the list. This will help you figure out what to look for and what you can skip over in a very long list.

SEARCH BY ADDRESS FUNCTIONALITY – JULY 2009 MAJOR RELEASE

Here is an example of a single address on the system and the variety of ways this address has been entered. It would be wise to examine all of the possible addresses listed beginning with 123 Fake to make sure you find the person you are after.

N-FOCUS - List Person(s) by Address

File Detail View Help

Matched Addresses

Address Line 1	City	State	Zip 5
123 CHEERY LANE	LINCOLN	NE	68505
123 FAKE	LINCOLN	NE	68505
123 FAKE ST	LINCOLN	NE	68505
123 FAKE ST	LINCOLN	NE	68508
123 FAKE ST	LINCOLN	NE	68509
123 FAKE STREET	LINCOLN	NE	68502
123 FAKE STREET	LINCOLN	NE	68509
123 FORT	LINCOLN	NE	68508

Person(s)

Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address
WANDERER	WEIRD			M	02-29-1976	05-01-2009		
NOTNICE	NED			M		04-22-2009		
JONES	JAMIE			F	05-03-1969	04-21-2009		Y
NOTNICE	NELDA			F	02-27-1984	01-12-2009		
NOTNICE	RASCAL			M	09-23-1982	01-12-2009		
NICE	RORI			F	08-28-2004	01-12-2009		
NICE	ROSEMARY			F	03-02-1956	01-12-2009		
NICE	ROXIE			F	07-04-2006	01-12-2009		
SERVICE REFERR	SALLY			F	05-03-2000	01-02-2009		Y
KING	KATHY			F	05-03-1969	10-22-2007		
COLLINS	JACKIE			F	05-03-2000	10-10-2006		
CASE	DAD			M	10-23-1960	10-02-2006		
COURT	CALLIE			F	05-03-1969	09-22-2006		

04-29-2009 15:30:09

This address line was selected because it shows you enough names connected with that specific entry to give you some idea how Sort and Filter works for the Person(s) list.

N-FOCUS - Sort Person(s)

Sort by

Cancel

Example of Sort function

N-FOCUS - List Person(s) by Address

File Detail View Help

N-FOCUS - Sort Person(s)

Sort by

Birth Date Descending

First Name Ascending

<None>

OK Clear Cancel

Matched Addresses

Address Line 1

123 CHEERY LANE

123 FAKE

123 FAKE ST

123 FAKE ST

123 FAKE ST

123 FAKE STREET

123 FAKE STREET

123 FORT

State Zip 5

NE 68505

NE 68505

NE 68505

NE 68508

NE 68509

NE 68502

NE 68509

NE 68508

Person(s)

Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address
NICE	ROXIE			F	07-04-2006	01-12-2009		
NICE	RORI			F	08-28-2004	01-12-2009		
COLLINS	JACKIE			F	05-03-2000	10-10-2006		
SERVICE REFERR	SALLY			F	05-03-2000	01-02-2009		Y
SERVICE REFERR	SALLY			F	05-03-2000	11-16-2006	01-01-2009	
PROBLEMO	CASEY			F	05-03-1995	09-11-2006	01-01-2009	
MCBRIDE	MOLLY			F	05-03-1995	09-22-2006		
NOTNICE	NELDA			F	02-27-1984	01-12-2009		
NOTNICE	RASCAL			M	09-23-1982	01-12-2009		
WANDERER	WEIRD			M	02-29-1976	05-01-2009		
BEDHOLD	BERTHA			F	05-03-1969	09-25-2006	01-01-2009	
COURT	CALLIE			F	05-03-1969	09-22-2006		
HARPER	CHARLIE			M	05-03-1969	09-22-2006		

04-29-2009 15:49:59

... and Filter

N-FOCUS - Filter Person(s)

Filter by

☐ Last Name

☒ First Name SALLY

☐ Sex ☐ Male ☐ Female ☒ Unknown

☐ Birth Date

☐ Begin Date

☐ End Date

☐ Last Known

OK Cancel

TIPS

In the number field, enter only those numbers and letters in sequence beginning with the house number that you know to be in the address.

Example 1: You get a call from a Reporter that they observed a young school age boy being abused or neglected at a residence in the 1200 block of Wishingwell Avenue in Lincoln. The Reporter can provide a few demographic details, but no name and no exact address. You can narrow down your search if the child is known to the system, and if the worker responsible for his case has an up-to-date address entered on the system.

First, since you do not know the third digit in the address, you may start by entering only the first two digits in the address.

Second, if there are so many potential matched address using only 2 digits to make your search seem unwieldy, try using three digits, beginning with 120, then 121, 122, 123, etc. (There are only ten possibilities, and it may be easier to find your person using this method.)

Example 2: If you know the exact address but are unable to find a match using Exact Search, try this.

In the Number field, you can enter up to eight characters. Enter as many of the first eight characters in the address as you can and the city and see what happens.

pulls up this:

Matched Addresses			
Address Line 1	City	State	Zip 5
1234 N 101 AVE	OMAHA	NE	68108
1234 N 108 AVE	OMAHA	NE	68117
1234 N 111 AVE	OMAHA	NE	68110
1234 N 11TH AVE	OMAHA	NE	68101
1234 N 12 AVE	OMAHA	NE	68105
1234 N 129 AVE	OMAHA	NE	68118
1234 N 16 AVE	OMAHA	NE	68101
1234 N 16TH ST	OMAHA	NE	68119

Person[s]									
Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address	

and scrolling down

Matched Addresses			
Address Line 1	City	State	Zip 5
1234 N 60 AVE APT 1	OMAHA	NE	68105
1234 N LUCIFER AVE APT 2	OMAHA	NE	68119
1234 N PRIVET LN	OMAHA	NE	68137
1234 N ST APT 15	OMAHA	NE	68105
1234 NE 109 BLVD	OMAHA	NE	68119
1234 NE AMAZON	OMAHA	NE	68111
1234 NEBULIZER	OMAHA	NE	68101
1234 NEIGHBORHOOD LN	OMAHA	NE	68114

Person[s]									
Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address	

QUIRKS

The following example is shown in a series of three window prints.

N-FOCUS - List Person(s) by Address

File Detail View Help

Matched Addresses

Address Line 1	City	State	Zip 5
1234 FAKE ADDRESS	LINCOLN	NE	68512
1234 FAKE AVE	LINCOLN	NE	68511
1234 FIFTH AVE	LINCOLN	NE	68512
1234 G	LINCOLN	NE	68506
1234 GLORY RD	LINCOLN	NE	68521
1234 GLORY ROAD	LINCOLN	NE	68505
1234 GLORY ROAD	LINCOLN	NE	68521
1234 GRAYSON @ LONG	LINCOLN	NE	68505

Person(s)

Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address
IVES	BUSTER			M	12-12-2001	03-12-2008		
IVES	CHARLES			M	12-12-1965	03-12-2008		
IVES	MELODY			F	12-12-2002	03-12-2008		
IVES	PRUDENCE			F	12-12-1965	03-12-2008		

04-29-2009 11:55:23

This first window print shows that there are four persons attached to the address at 1234 FIFTH AVE.

This window print shows what happens when you scroll down to the next address.

N-FOCUS - List Person(s) by Address

File Detail View Help

Matched Addresses

Address Line 1	City	State	Zip 5
1234 FAKE ADDRESS	LINCOLN	NE	68512
1234 FAKE AVE	LINCOLN	NE	68511
1234 FIFTH AVE	LINCOLN	NE	68512
1234 G	LINCOLN	NE	68506
1234 GLORY RD	LINCOLN	NE	68521
1234 GLORY ROAD	LINCOLN	NE	68505
1234 GLORY ROAD	LINCOLN	NE	68521

N-FOCUS Informational

NF026T1C - The only persons associated with this address are now either deceased, were entered on the system as an "unborn" and have not been updated, or were discontinued.

OK

IVES	BUSTER			M	12-12-2001	03-12-2008		
IVES	CHARLES			M	12-12-1965	03-12-2008		
IVES	MELODY			F	12-12-2002	03-12-2008		
IVES	PRUDENCE			F	12-12-1965	03-12-2008		

04-29-2009 11:55:23

The pop-up message on the above picture says:

"The only persons associated with this address are now either deceased, were entered on the system as an 'unborn' and have not been updated, or were discontinued."

The message is correct for the address to which you just scrolled, but the Person(s) list display remains for the previous address until you click the OK button on the pop-up window. This can be confusing when you first run across it, although it becomes apparent as soon as you move on. (See next window print.)

N-FOCUS - List Person(s) by Address

File Detail View Help

Matched Addresses

Address Line 1	City	State	Zip 5
1234 FAKE ADDRESS	LINCOLN	NE	68512
1234 FAKE AVE	LINCOLN	NE	68511
1234 FIFTH AVE	LINCOLN	NE	68512
1234 G	LINCOLN	NE	68506
1234 GLORY RD	LINCOLN	NE	68521
1234 GLORY ROAD	LINCOLN	NE	68505
1234 GLORY ROAD	LINCOLN	NE	68521
1234 GRAYSON @ LONG	LINCOLN	NE	68505

Person(s)

Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address
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04-29-2009 11:56:26